

# Contract User Guide for PRF61

## PRF61 Management Consultants, Program Coordinators and Planners Services

UPDATED: 3/20/2018

<b>Contract #:</b>	PRF61								
<b>MMARS MA #:</b>	PRF61* & PRF61A*								
<b>Initial Contract Term:</b>	January 1, 2016 to December 31, 2019								
<b>Maximum End Date:</b>	2 Options to renew up to 1 year each. End date is through December 31, 2021 if renewal options are exercised.								
<b>Current Contract Term:</b>	January 1, 2016 to December 31, 2019								
<b>Contract Manager:</b>	Sorraia Tavares (617) 720-3304 <a href="mailto:Sorraia.Tavares@state.ma.us">Sorraia.Tavares@state.ma.us</a>								
<b>This Contract Contains:</b>	Small Business Purchasing Program, Supplier Diversity Office (SDO) Businesses, Prompt Payment Discount Program and Vendor Appraisal Management Form.								
<b>UNSPSC Codes:</b>	<table> <tr> <td>80-10-00</td><td>Management Advisory Services</td></tr> <tr> <td>86-10-18</td><td>In Service Training and Manpower Development</td></tr> <tr> <td>86-13-00</td><td>Specialized Educational Services</td></tr> <tr> <td>77-10-00</td><td>Environmental Management</td></tr> </table>	80-10-00	Management Advisory Services	86-10-18	In Service Training and Manpower Development	86-13-00	Specialized Educational Services	77-10-00	Environmental Management
80-10-00	Management Advisory Services								
86-10-18	In Service Training and Manpower Development								
86-13-00	Specialized Educational Services								
77-10-00	Environmental Management								

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## Contract Summary

Statewide Contract (SWC) PRF61 Management Consultants, Program Coordinators and Planners Services, provides a wide-ranging list of independent, experienced and pre-qualified vendors offering an array of management consulting services under multiple categories.

Eligible Entities that use this contract may purchase services through the development of a Statement of Work (SoW) and by establishing best value evaluation criteria, followed by the use of the Request for Quote process in COMMBUYS to obtain quotes from any of the pre-qualified vendors in the appropriate category of the contract.

## Contract Categories

List of Service Category(s):

- Education Services
- Program Development, Organizational and Strategic Planning Services (inclusive of Business Process Redesign Services previously available under Statewide Contract PRF65)
- Health and Human Services
- Professional Development Services (inclusive of Business Process Redesign Services previously available under Statewide Contract PRF65)
- General Data Analytics Services and Evaluation Services
- Environmental Consulting Services
- Revitalization Consulting Services

## Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

- Encourages a partnership between vendor and engaging entity for best value.
- Aggregating projects and volume can be established with vendor for common themes and best value.
- Summarizing department needs in a Statement of Work can effectively allow for prices to be negotiated based on an identified volume not known during the State bid process.
- Many SDP Plans are inclusive of subcontractors qualified to support a department for services under this contract and also allows for a department to meet their SDP annual benchmarks.
- Vendors have clients who are small and large and have a local and national presence.

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- Pre-qualified vendors' business profiles are available for purchasing entities to review.
- Contract documents are located in one central location in COMMBUYS.

Vendor Appraisal Management Form (VAMF) allows users of the contract to appraise vendors' performance on specific projects.

## Find Bid/Contract Documents

- Direct link to each PRF61 MBPO is below:
  - Education Services [PO-16-1080-OSD03-SRC3-00000006498](#)
  - Program Development, Organizational and Strategic Planning Services (inclusive of Business Process Redesign Services previously available under Statewide Contract PRF65) [PO-16-1080-OSD03-SRC3-00000006493](#)
  - Health and Human Services [PO-16-1080-OSD03-SRC3-00000006494](#)
  - Professional Development Services (inclusive of Business Process Redesign Services previously available under Statewide Contract PRF65) [PO-16-1080-OSD03-SRC3-00000006497](#)
  - General Data Analytics Services and Evaluation Services [PO-16-1080-OSD03-SRC3-00000006495](#)
  - Environmental Consulting Services [PO-16-1080-OSD03-SRC3-00000006499](#)
  - Revitalization Consulting Services [PO-16-1080-OSD03-SRC3-00000006496](#)
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](#) and search for PRF61 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Conversion Vendor" Master Blanket Purchase Order (MBPO) for PRF61 and can be accessed directly by visiting [PO-16-1080-OSD03-SRC3-00000006492](#).

## Who Can Use This Contract

### Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M. (*Reference law only if applicable*)

### Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

## Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract

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## Pricing, Quote and Purchase Options

### Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- Purchases made through this contract will be direct, outright purchases. All elements of the project's creation through the use of Commonwealth funds are owned by the Commonwealth except where prior ownership has been established. Commonwealth departments should be made aware of such exceptions.
- This is a fee for service contract

#### Multiple Quotes Requirement:

Engagements valued at less than \$10,000 require at least one quote or an accepted Statement of Work with an estimated value. However, if the engagement value is estimated to exceed \$10,000, the Commonwealth and its Eligible Entities must solicit at least three written quotes against the appropriate PRF61 Master Blanket Purchase Order (s) in COMMBUYS.

Eligible Entities must develop a written Statement of Work and attach it to the COMMBUYS RFQ. The engagement/project will be awarded to the vendor deemed most responsive to the Statement of Work as evaluated by the awarding authority.

For projects with an estimated total price that is less than \$10,000, the Commonwealth and its Eligible Entities must ensure a sound business practice and award the contract to the responsible PRF 61 pre-qualified vendor that meets the project specifications outlined in the Statement of Work (SoW). Any work awarded under this method may not subsequently add tasks that exceed the \$10,000 threshold.

It is considered best practice to seek at least three quotes for all engagements; however, multiple quotes for engagements under \$10,000 are not required to ensure price is appropriate. Quotes must be obtained for all engagements that exceed \$10,000.

**Executive Departments:** All Executive Departments are required to use statewide contracts for their purchases if the goods/services they seek are available on a statewide contract. Executive agencies are required to utilize COMMBUYS for all related statewide contract purchasing activity. For further details please see the [Best Value Procurement Handbook](#).

**Eligible Entities:** All other Non-Executive Eligible Entities are encouraged to utilize COMMBUYS for all statewide contracts purchasing activity, however the use of COMMBUYS is not required. Non-Executive Eligible Entities may order via email, phone or fax as allowed by the vendor. To ensure that you are being offered statewide contract pricing, contract users should identify and reference the contract number PRF61 when contacting the vendor for quote activity or placing an order.

### Pricing Options

#### Compensation Structure/Pricing & Expenses:

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• **Compensation Structure/Pricing** The compensation structure for the PRF61 contract is according to individual projects as described and agreed to in the SoW and the accepted bidder response. Awarded vendors are required to provide specific and transparent prices in all responses to bid quotation requests.

- ***Project Pricing:*** Costs under PRF61 must be determined through project-based compensation. Eligible Entities will determine the format in which quotations for their specific project will be collected. Vendors are expected to be competitive with each project and must provide a detailed and transparent budget related to the scope of services to be completed. Eligible Entities and awarded PRF61 vendors may negotiate project rates as part of the quote process. Negotiated project rates may be published by the Eligible Entities as part of the records in COMMBUYS.
- ***Hourly Rates:*** Engagements that are limited in scope, time and value might be best quoted on hourly rate compensation structure.

**Invoicing:** All bills/invoices must minimally include:

- Assignment name.
- Hours billed/invoiced and Statewide Contract hourly rate or portion of project billed:
- ***Hourly rate:*** Identify account manager or other vendor agent and applicable hourly rate.
- ***Project based:*** Identify portion of project billed and balance remaining, but not an average rate.
- Supporting documents must accompany billing/invoicing received by an engaging entity.
- Totals should be reviewed for correctness by engaging entity prior to approval.
- Total billed/invoiced must meet the Commonwealth's requirements if audited.

**Sample Statement of Work (SoW):** Eligible Entities must determine which of the two provided sample SoW best fit their needs for PRF61 engagements. Sample SoW can be found in the attachment tab of PRF61. PRF61 Bid/Contract Docs: RFR, Contract User Guide, Sample SOW, Vendor Appraisal Form, etc. COMMBUYS MBPO Number: PO-16-1080-OSD03-SRC3-00000006492.

- **Sample 1:** Recommended for engagement (s) related to technology or confidential data. Eligible Entities should consult with their legal team prior to using this SoW. Sections specific to technology are highlighted in yellow.
- **Sample 2:** Recommended for simple transactions.

### Product/Service Pricing and Finding Vendor Price Files

**Eligible Entities:** To receive contract item information and/or quotes, Non-Executive Department buyers may contact vendors directly.

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## Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@state.ma.us.

When contacting a vendor on statewide contract, always reference PRF61 to receive contract pricing.

## Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate the MBPO. Select Contract/Blanket from the drop-down menu.

## How To Purchase From The Contract

Once Logged into COMMBUYS, select **DOCUMENTS > REQUISITIONS > NEW**

- **General Tab**
  - In the drop-down menu for **Requisition Type**, be sure to select "Release."
  - On the right hand side, select solicitation enabled.
- **Items Tab**- This Tab will allow you to search and add items from any of the seven PRF61 MBPOs; however, items can only be selected from a single MBPO at a time per requisition. Please follow the instructions and see below for a list of all seven MBPOs.
  - Select **Search Items** and click the + to open **Advance Search** fields.
  - Type "PRF61" into the **Description** field and Find It.
  - Review the **Item Description** to identify the correct PRF61 MBPO category and area of expertise.
  - Select and add **Quantity** for the category and service area of expertise. Please Note that items can only be selected from one MBPO at a time per requisition.
  - Click **Add to Req. & Exit**.
  - For each line item added to the Requisition you will need to add the estimated Project or Hourly Catalog Price/Unit Cost. To do so, click **Enter Info**.
  - Select vendors to quote under the **Distributors Tab**.
  - Please follow the quote requirements when selecting vendors under the vendor sub tab.

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- **Address Tab**
  - Enter the Bill To and Ship To address for the Purchasing Entity.
- **In the Attachment Tab**, you will need to attach the following:
  - Statement of Work.
  - Any other bid document (s) at your discretion.
- **Summary Tab**
  - Review your Solicitation Enabled Release Requisition.
  - Send for Approval.

**Distributor Model Master Blanket Purchase Orders (MBPOs)**

Refer to [www.COMMBUYS.com](http://www.COMMBUYS.com)

- Click on “Advanced Search” to search by “Document Type.”
- Select “Contract/ Blankets.”
- Type in “PRF61” in the “Contract/ Blankets Description” search field to find the distributor model Master Blanket Purchase Orders (MBPOs) for MBPOs listed below:

PO-16-1080-OSD03-SRC3-00000006492	PRF61 Bid/Contract Docs: RFR, Contract User Guide, Sample SOW etc.
PO-16-1080-OSD03-SRC3-00000006493	PRF61 Program Development, Organizational and Strategic Planning Services Category (SELECT THIS MBPO TO FIND BPR VENDORS)
PO-16-1080-OSD03-SRC3-00000006494	PRF61 Health and Human Services Category
PO-16-1080-OSD03-SRC3-00000006495	PRF61 General Data Analytics Services and Evaluation Services
PO-16-1080-OSD03-SRC3-00000006496	PRF61 Revitalization Services Category

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PO-16-1080-OSD03-SRC3-00000006497	PRF61 Professional Development Category (SELECT THIS MBPO TO FIND BPR VENDORS)
PO-16-1080-OSD03-SRC3-00000006498	PRF61 Education Services Category
PO-16-1080-OSD03-SRC3-00000006499	PRF61 Environmental Services Category

### Additional Services

#### Services Available

Not Limited To:

#### EDUCATION SERVICES

Pre-qualified vendors under the Education Services Category offer education related Management Consulting Services to aid in the Commonwealth's commitment to provide a rigorous, comprehensive and successful education system.

Areas in which education services trainers and consultants are sought include, but are not limited to:

- Research based strategies
- Standards and accountability
- Assessment
- Professional development
- Innovation
- Student supports

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## **PROGRAM DEVELOPMENT, ORGANIZATIONAL AND STRATEGIC PLANNING SERVICES**

Pre-qualified vendors under the Program Development, Organizational Development, and Strategic Planning Category offer a broad range of services which the Commonwealth will draw on an “as needed” basis to meet the needs of the various departments and Eligible Entities.

Types of services acquired under this category may include, but are not limited to:

- Administrative.
- Human resource.
- Personnel.
- Physical distribution management
- Scientific administration
- Education
- Labor
- Health and Social Services
- Economic forecasting
- Budget analysis
- Market analysis
- Development of funding formulas
- Total cost analysis
- Projections in business development
- **Business Process Redesign Services-NEW Service Effective July 1, 2017**

## **HEALTH AND HUMAN SERVICES**

Pre-qualified vendors under the Health and Human Services Category offer an array of services on an “as needed” basis. Such services include integrated human services that aid communities, families and individuals

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in a faster and cost-effective way to promote self-sufficiency. Direct services to clients are not covered through this contract.

The following list includes the fields in the health and human services spectrum:

- Public Health Services
- Mental Health Services
- Developmental Services
- Employment Services
- Child Service organizations
- Emergency Preparedness
- Financial Services

**PROFESSIONAL DEVELOPMENT SERVICES:** Pre-qualified vendors under the Professional Development Services Category offer a broad range of effective quality courses, from which Eligible Entities will use on an “as needed” basis to design and/or provide trainings/presentations/facilitations/ instructional design including e-learning on different topics that will increase the knowledge, understanding, and skill levels of Commonwealth of Massachusetts staff and/or the public it serves.

Areas in which professional development and training expertise are sought include but are not limited to:

- Leadership Development Programs
- Team building/ Capacity Building Programs
- Coaching Programs
- Train the Trainer(s) Programs
- Change Management Programs
- Communication Skills Programs
- Customer Relationship Management Programs
- General Health, Wellness & Safety Programs not requiring services of a hospital or university

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- Business Process Redesign Programs
- **Business Process Redesign Services-NEW Service Effective July 1, 2017**

**GENERAL DATA ANALYTICS SERVICES AND EVALUATION SERVICES:** Pre-qualified vendors under the General Data Analytics Service and Evaluation Services Category offer technical assistance and expertise to generate the statistics needed to complete the requirements of projects per the scope of work established by the Hiring Entity, to inform the legislature and the public of emerging and existing concerns, to tailor new intervention and prevention programs as well as evaluate currently existing programs, and to generate knowledge to further improve on established services and/or programs.

Primary areas of research expertise that will be purchased through this contract include:

- Survey research, including data collection, analysis and development of needs assessment
- Linkage of large datasets
- Program evaluation, including design, analysis and report preparation
- Forecasting analytic techniques
- Small area and small domain estimation
- Complex survey sample design
- Qualitative analysis and mixed method of analysis
- Preparing and analyzing large data, comparative and cost effective studies
- Preparing and using electronic data for quality improvement work, service utilization, comparative effectiveness
- Expertise in geo-spatial analysis
- Subject matter expertise in economics, education, engineering, health and social services, transportation, financial services, the environment, cost effectiveness analysis, comparative effectiveness analysis, quality improvement work, policy analysis, secondary data analysis, and ecological studies design
- Quantitative data extraction and data management

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**ENVIRONMENTAL CONSULTING SERVICES:** Pre-qualified vendors under the Environmental Consulting Services Category offer education, outreach, technical and environmental services to the Commonwealth and its Eligible Entities. The Environmental Consulting Services Category under this contract shall include, but not be limited to:

- Implementation of programs
- Research
- Risk assessment
- Environmental engineering services
- Data analysis and evaluation
- Technical support
- Policy analysis
- Impact analysis
- Planning
- Sustainable systems
- Green purchasing support
- Project coordination
- Sound surveys
- Environmental sampling/ measurement and modeling

**REVITALIZATION CONSULTING SERVICES:** Pre-qualified vendors under the Revitalization Consulting Services Category offer technical assistance consultant services related to City or Town Center development.

Primary areas of service include but are not limited to:

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- Planning and Facilitation Services
- Economic Development Planning
- Business Recruitment and Business Retention
- Second Story Development
- Housing and Planning Services
- Technical Services
- Market Assessment Services
- Organizational Development of a Non-Profit
- Transportation Consulting Services
- Architectural Services
- Business Improvement Districts
- Technical Assistance Related to Downtown Revitalization

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## Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at [Comptroller.Info@state.ma.us](mailto:Comptroller.Info@state.ma.us) for additional support.

## Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

## Additional Information/FAQs

### Vendor Appraisal Management Form (VAMF)

In order to maintain their status as an active vendor under this contract, PRF61 pre-qualified vendors will be subject to user evaluation through an established Vendor Appraisal Management tool for each engagement. Eligible Entities will assess the awarded vendor's quality of performance and rate it against Key Performance Indicators. The following are the established criteria for VAMF:

- Quality & Competency
- Compensation Structure
- Delivery of Services
- Buyer Satisfaction/Customer Commitment

PRF61 vendors are subject to at least one user evaluation per project. The SSST will review completed vendor VAMFs periodic basis in order to make a determination as to whether or not a particular vendor will maintain its active status under this contract.

## Geographical Service Area

### Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date

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of payment “issue” is the date a payment is considered “paid” not the date a payment is “received” by a Contractor.

### **Performance and Payment Time Frames Which Exceed Contract Duration**

All agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes for twelve (12) calendar months. No written agreement shall extend more than 12 months beyond the current contract term of this Statewide Contract as stated on the [first page](#) of this contract user guide. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

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# Contract User Guide for PRF61

## Strategic Sourcing Team Members

• Joe Burch	DPH
• Charles Caron	DPH
• Tammy Goodhue	DPH
• Christine Gorwood	DPH
• Hillary Hallberg	MBTA
• Sarah Harding	EEC
• Kristen Heffernan	DPH
• Edith Kwok	EOE
• Laura Leicach-Alleyne	EHS
• Winifred Prendergast	DEP
• David Minucci	DEP
• Mary- Anne Siok	ESE
• Sudarshan Rangan	EHS
• Mark Southard	DHCD
• Sorraia Tavares	OSD
• Julia Wolfe	OSD

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# Contract User Guide for PRF61

## Vendor List and Information\*

Vendor	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Discounts (PPD, Dock Delivery, Other)
**[Conversion Vendor] [Master MBPO] (All contract documents)	N/A	Sorraia Tavares	617-720-3304	Sorraia.Tavares@state.ma.us	N/A	N/A
ABT Associates	VC6000159631 Vendor Line 1	Krista Pages	301-347-5829	krista_pages@abtassoc.com	See Appendix A	
Accelare, Inc	VC0000727028 Vendor Line 86	John Calhoun	781-961-1760	Jack.calhoun@accelare.com	See Appendix A	
Accenture, LLP	VC6000261896 Vendor Line 2	Timothy Rogers	781-962-3525	timothy.p.rogers@accenture.com	See Appendix A	
Ann McFarland Burke	VC0000557085 Vendor Line 44	Ann McFarland Burke	413-575-5345	a.burke@westernmassedc.com	See Appendix A	
ATC Group Services dba Cardno ATC	VC6000245877 Vendor Line 3	Michael Gitten	781-404-1439	michael.gitten@atcassociates.com	See Appendix A	
Bailit Health Purchasing, LLC	VC6000183856 Vendor Line 4	Michael Bailit	781-453-1166	mbailit@bailit-health.com	See Appendix A	
Blue Sage Consulting, Inc.	VC0000246171 Vendor Line 67	Pamela Campagna	508-735-6831	pamelac@bluesageconsulting.com	See Appendix A	
Bronner Group, LLC	VC0000162950 Vendor Line 79	Marilyn Katzin	312-579-5101	mkatzin@bronnnergroupp.com	See Appendix A	
Casey Hall Training Associates	VC0000672453 Vendor Line 5	Michael W. Gillen	617-821-1612	mwgillen@comcast.net	See Appendix A	
Center for EcoTechnology, Inc.	VC6000164369 Vendor Line 6	John Majercak	413-586-7350 x228	John.Majercak@cetonline.org	See Appendix A	
Christine D. Moynihan dba Retail Visioning	VC0000554655 Vendor Line 7	Christine D. Moynihan	508-660-6230	Chris@RetailVisioning.com	See Appendix A	
Christine Swistro	VC6000088899 Vendor Line 90	Christine Swistro	617-285-0422	Chris.swistro@gmail.com	See Appendix A	

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**OPERATIONAL SERVICES DIVISION**

Vendor	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Discounts (PPD, Dock Delivery, Other)
Community Training and Assistance Center	VC0000270643 Vendor Line 58	Jeffrey E. Edmison	617-423-1444	jedmison@ctacusa.com	See Appendix A	
Crisis Management Group dba CMG Associates	VC6000174700 Vendor Line 55	Bruce Cedar	617-803-4518	bcedar@cmgassociates.com	See Appendix A	
CSG Government Solutions	VC0000731590 Vendor Line 80	Patti Garofalo	208-371-8193	pgarofalo@csgdelivers.com	See Appendix A	
Daniel Penn Associates, LLC	VC6000201154 Vendor Line 81	Antonio R. Rodriguez	860-232-8577	tony@danielpenn.com	See Appendix A	
Deloitte Consulting	VC0000192749 Vendor Line 8	Mark Price	617-585-5984	<a href="mailto:maprice@deloitte.com">maprice@deloitte.com</a>	See Appendix A	
Deltawrx	VC0000810708 Vendor Line 50	Brian Hudson	818-227-9300	bhudson@deltawrx.com	See Appendix A	
DMA Health Strategies	VC6000173102 Vendor Line 9	Richard H. Dougherty	781-863-8003	dickd@dmahealth.com	See Appendix A	
Eastern Research Group	VC6000169282 Vendor Line 10	John Wilhelmi	781-674-7312	john.wilhemi@erg.com	See Appendix A	
Edgmere Consulting Corp.	VC0000431332 Vendor Line 11	John Washek	781-581-9991	jwashek@edgmereconsulting.com	See Appendix A	
Environmental Health & Engineering	VC6000173340 Vendor Line 59	Leo Ryan	617-620-4566	lryan@eheinc.com	See Appendix A	
Environmental Strategies & MGT	VC6000181892 Vendor Line 12	Douglas Heely	508-226-1800	dheely@esm-inc.com	See Appendix A	
Ernst & Young U.S. LLP	VC6000238223 Vendor Line 46	Debra Cammer Hines	617-585-1981	debracammer.hines@ey.com	See Appendix A	
Exceeda Consulting , Inc	VC0000504239 Vendor Line 82	Diane Pesaturo	508-557-1803	dpesaturo@exceeda.net	See Appendix A	
Favermann Design	VC0000727957 Vendor Line 68	Mark Favermann	617-247-1440	favermann@gmail.com	See Appendix A	
Finepoint Associates	VC0000369898 Vendor Line 56	Peg Barringer	617-763-5952	Peg@FinePointAssociates.com	See Appendix A	
Gartner, Inc	VC6000176004 Vendor Line 83	Paul Denvir	908- 249-8007	Paul.Denvir@gardner.com	See Appendix A	

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Vendor	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Discounts (PPD, Dock Delivery, Other)
Geoinsight, Inc.	VC6000064965 Vendor Line 45	Michael J. Webster	978-679-1600	mjwebster@geoinc.com	See Appendix A	
Greater Boston Manufacturing Partnership (GBMP)	VC6000180912 Vendor Line 2	Tracy Scott	617-527-0268	Treardon@gbmp.org	See Appendix A	
Gopi Bala, LLC	VC0000492692 Vendor Line 13	Gopinath Balasubramanian	617-921-0100	gbala@gopibala.net	See Appendix A	
Hagerty Consulting, Inc.	VC0000810917 Vendor Line 60	Katie Freeman	847-492-8454 x119	Katie.freeman@hagertyconsulting.com	See Appendix A	
Harriman Associates	VC0000815708 Vendor Line 72	Steven G. Cecil	617-426-5050	scecil@cecilgroup.com	See Appendix A	
Health Resources in Action (HRIA)	VC6000158359 Vendor Line 39	Lisa Wolff	617-279-2240	lwolff@hria.org	See Appendix A	
HRP Associates, Inc.	VC6000200413 Vendor Line 14	Eric Boswell	860-674-9570 x1135	cms@hrpassociates.com	See Appendix A	
HWK Consulting, LLC	VC0000544126 Vendor Line 15	Hope Wordan Kenefick	603-664-9920	hopewk@comcast.net	See Appendix A	
ICF Incorporated, LLC	VC6000248913 Vendor Line 16	Donna Murray	703-472-3104	donna.murray@icfi.com	See Appendix A	
Industrial Economics Corp.	VC6000167395 Vendor Line 17	Angela J. Helman	617-354-0074	ahelman@indecon.com	See Appendix A	
JJR Consulting, LLC	VC0000711152 Vendor Line 84	Jenna Roberts	603-502-4105	jenna@jjrconsultingnh@gmail.com	See Appendix A	
JLA Group, LLC	VC0000849831 Vendor Line 85	Jasmine Alcantara	774-236-0765	jla@jlausa.com	See Appendix A	
JSI Research & Training Institute	VC6000165919 Vendor Line 18	Lori Kiel	617-482-9485	Lori_Kiel@jsi.com	See Appendix A	
Justice Resource Institute, Inc.	VC6000162625 Vendor Line 21	Richard Lieberman	781-559-4900 x3310	rlieberman@jri.org	See Appendix A	
KPMG, LLP	VC6000216217 Vendor Line 77	Manolet G. Dayrit	212-872-3854	mdayrit@kpmg.com	See Appendix A	

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Lightship Engineering, LLC	VC6000189869 Vendor Line 41	Timothy Condon	508-830-3344 x120	tcondon@LightshipEngineering.com	See Appendix A	
Lynn Rose	VC6000153859 Vendor Line 19	Lynn Rose	413-522-5525	lynnfaith@comcast.net	See Appendix A	
M + R Strategic Services	VC0000539633 Vendor Line 20	Lori Fresina	617-686-3625	lfresina@mrss.com	See Appendix A	
Mass Insight Education	VC6000184545 Vendor Line 48	Michael Contompasis	617-778-1538	mpartridge@massinsight.org	See Appendix A	
Mathematica Policy Research, Inc.	VC6000226793 Vendor Line 47	Pamela L. Tapscott	202-484-3294	rfpcenter@mathematica-mpr.com	See Appendix A	
McKinsey & Company, Inc.	VC0000646939 Vendor Line 22	Erika Florez	202-662-3338	<a href="mailto:erika_florez@mckinsey.com">erika_florez@mckinsey.com</a>	See Appendix A	
Metaview Consulting & Coaching	VC0000544218 Vendor Line 23	Steve Frigand	781-646-7180	sfrigand@metaviewcc.com	See Appendix A	
MGH Partners Healthcare Systems, Inc.	VC6000166374 Vendor Line 89	Stephanie Stone	857-282-1843	sestone@partners.org	See Appendix A	
MGT of America, Inc.	VC0000817447 Vendor Line 74	Fred Seamon	850-386-3191	FSeamon@mgtamer.com	See Appendix A	
Morgan, Brown & Joy, LLP	VC6000158693 Vendor Line 40	Jaclyn L. Kugell	617-788-5054	jkugell@morganbrown.com	See Appendix A	
Navigant Consulting, Inc.	VC6000239826 Vendor Line 24	Catherine Sreckovich	312-583-5747	csreckovich@navigant.com	See Appendix A	
Navin Associates	VC6000100035 Vendor Line 61	Paul Christopher Navin	617-698-5176	navinassociates@comcast.net	See Appendix A	
NCPR	VC0000845089 Vendor Line 91	Doug Mackey	978-969-3862	admin@novapatria.com	See Appendix A	
Nelson/Nygaard	VC6000256809 Vendor Line 51	Audrey Pratt	415-284-1544	apratt@nelsonnygaard.com	See Appendix A	
North Passage Associates	VC0000812569 Vendor Line 62	Russ Meekins	617-285-5489	russmeekins@northpassageassociates.com	See Appendix A	
Northeast Recycling Council	VC6000124576 Vendor Line 27	Lynn Rubinstein	802-254-3636	lynn@nerc.org	See Appendix A	

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Vendor	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Discounts (PPD, Dock Delivery, Other)
Partners for a Healthier Community	VC0000276550 Vendor Line 69	Jessica Collins	413-794-2520	JCollins@partnersforahealthiercommunity.org	See Appendix A	
Peeler Associates	VC0000552887 Vendor Line 28	Marie Peeler	781-294-9203	MPeeler@PeelerAssociates.com	See Appendix A	
Polus Center for Social and Economic Development, Inc.	VC6000166367 Vendor Line 29	Laure Close	978-368-1550 x4	lclose@poluscenter.org	See Appendix A	
Pricewaterhouse Coopers Public Sector, LLP	VC6000215747 Vendor Line 52	Nini Donovan	617-530-5547	nini.donovan@pwc.com	See Appendix A	
Public Consulting Group, Inc.	VC6000172208 Vendor Line 30	Stephen Skinner	617-426-2026	sskinner@pcgus.com	See Appendix A	
PFM Group Consulting LLC	VC0000840247 Vendor Line 78	Colette Powell	215-557-1258	powellc@pfm.com	See Appendix A	
Public Safety Strategies Group, LLC	VC0000138207 Vendor Line 63	Kym Craven	978-314-7283	kcraven@publicsafetystrategies.com	See Appendix A	
Regina Villa Associates, Inc.	VC6000176359 Vendor Line 38	Nancy Farrell	617-357-5772 x11	nfarrell@reginavilla.com	See Appendix A	
RKG Associates, Inc.	VC6000063314 Vendor Line 25	Craig Seymour	603-953-0202	crs@rkassociates.com	See Appendix A	
RSM US, LLP	VC0000727028 Vendor Line 87	Craig Finley	617-912-9000	Craig.finley@rsmus.com	See Appendix A	
Self Esteem Boston	VC6000179533 Vendor Line 31	Jeri Levitt	617-983-1111	empowermail@selfesteemboston.com	See Appendix A	
Skillsoft Corporation	VC7000039119 Vendor Line 75	Brendan Joseph	603-966-0790	Brendan_Joseph@skillsoft.com	See Appendix A	
Spruce Technology, Inc	VC0000717308 Vendor Line 88	Kristen Mazza	862-225-9302	kmazza@sprucetech.com	See Appendix A	
Strategic Solutions Group, LLC	VC6000221590 Vendor Line 32	John Schaeffer	617-721-8845	jschaeffer@ssg-llc.com	See Appendix A	
Strategy Matters, LLC	VC6000009441 Vendor Line 33	Brittney Nichols	774-222-2308	brittney.strategy@gmail.com	See Appendix A	
Syncom	VC0000812096 Vendor Line 64	Alan R. Williams	617-751-9101	alan.williams@syncomconsulting.com	See Appendix A	

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Vendor	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email	Categories	Discounts (PPD, Dock Delivery, Other)
TetraTech	VC6000265327 Vendor Line 71	Jen Johnson	302-283-2256	jen.johnson@tetrattech.com	See Appendix A	
The Fort Hill Companies	VC0000545370 Vendor Line 65	William F. Lyons, Jr.	877-305-4163	wlyons@forthillcos.com	See Appendix A	
The Mauch Group, LLC	VC0000801106 Vendor Line 66	Irene Mauch	781-775-5251	Irene@mauchgroup.com	See Appendix A	
The Lewin Group	VC6000253551 Vendor Line 1	Sue Bembers	703-269-5684	Sue.bembers@lewin.com	See Appendix A	
The Ripples Group	VC0000420961 Vendor Line 42	Thomas Innis	617-435-8587	tinnis@ripplesgroup.com	See Appendix A	
UMass Donahue Institute	VC6000178133 Vendor Line 34	Sharon Vardatira	413-545-6615	svardatira@donahue.umassp.edu	See Appendix A	
Vanasse Hangen Brustlin (VHB)	VC6000166493 Vendor Line 73	Brittany Pinto	617-607-6148	bpinto@vhb.com	See Appendix A	
WalkBoston	VC6000227642 Vendor Line 35	Wendy Landman	617-367-9255	wlandman@walkboston.org	See Appendix A	
Weisman Consulting, LLC	VC0000465525 Vendor Line 36	Paul D. Weisman	617-413-4291	paul@weismanconsulting.com	See Appendix A	
Weston & Sampson Engineers, Inc.	VC6000164126 Vendor Line 37	Frank Ricciardi	978-532-1900	ricciardif@wseinc.com	See Appendix A	
WorkTerrain	VC0000279782 Vendor Line 53	Rena Hannaford	978-808-0116	rhannaford@workterrain.com	See Appendix A	
Worldgate, LLC	VC0000890172 Vendor Line 4	Robert Moser	203-565-4317	rmoser@worldgate.com	See Appendix A	
Zelus Consulting Group	VC0000396334 Vendor Line 54	Jenny Graham	617-821-1061	Jenny.Graham@zelusllc.com	See Appendix A	

\*Note that COMMBUYS is the official system of record for vendor contact information.

\*\*[The Conversion Vendor MBPO] [The Master MBPO] is the central repository for all common contract files. [Price files may be found in the individual vendor's MBPO.]

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## Appendix A

Education Services	Program Development, Organizational And Strategic Planning Services	Health And Human Services	Professional Development	General Data Analytics Services And Evaluation Services	Environmental Services	Revitalization Services
Abt Associates Inc.	Abt Associates Inc.	Abt Associates Inc.	Accelare	Abt Associates Inc.	Abt Associates Inc.	Abt Associates Inc.
Accenture	Accelare	Accenture	Accenture	Accenture	ATC Group Services LLC	Ann Burke
Community Training and Assistance Center	Accenture	Bailit Health Purchasing, LLC	Blue Sage Consulting, Inc.	CMG Associates	Center for EcoTechnology, Inc.	Christine D Moynihan DBA Retail Visioning
Ernst & Young U.S. LLP	Bailit Health Purchasing, LLC	Deloitte Consulting	Bronner Group, LLC	Community Training and Assistance Center	Eastern Research Group	Edgemere Consulting Corporation
ICF Incorporated, LLC	BLUE SAGE Consulting, Inc.	DMA Health Strategies	CMG Associates	DBA Casey Hall Training Associates	Environmental Health & Engineering, Inc.	Ernst & Young U.S. LLP
KPMG LLP	Bronner Group, LLC	Eastern Research Group	CSG Government Solutions	Deloitte Consulting	Environmental Strategies & Mgt	Favermann Design
Mass Insight Education	Christine Swistro	Hagerty Consulting, Inc	Daniel Penn Associates, LLC	DMA Health Strategies	Ernst & Young U.S. LLP	FinePoint Associates
Mathematica Policy Research, Inc.	Community Training and Assistance Center	Health Resources in Action (HRIA)	Ernst & Young U.S. LLP	Eastern Research Group	GeoInsight, Inc	Harriman
McKinsey & Company, Inc. Washington D.C.	CSG Government Solutions	HWK Consulting, LLC	Exceeda Consulting, Inc.	Edgemere Consulting Corporation	HRP Associates Inc.	Nelson\Nygaard
MGT of America Consulting, LLC	Daniel Penn Associates, LLC	ICF Incorporated, LLC	JJR Consulting LLC	Ernst & Young U.S. LLP	ICF Incorporated, LLC	
Navin Associates	DBA Casey Hall Training Associates	Industrial Economics, Incorporated	JSI Research & Training Institute	Hagerty Consulting, Inc	Industrial Economics, Incorporated	The Fort Hill Companies

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<b>Education Services</b>	<b>Program Development, Organizational And Strategic Planning Services</b>	<b>Health And Human Services</b>	<b>Professional Development</b>	<b>General Data Analytics Services And Evaluation Services</b>	<b>Environmental Services</b>	<b>Revitalization Services</b>
PricewaterhouseCoopers Public Sector LLP	Deloitte Consulting	JSI Research & Training Institute	KPMG LLP	HWK Consulting, LLC	JSI Research & Training Institute	UMass Donahue Institute
Public Consulting Group, Inc.	DELTAWRX	Justice Resource Institute, Inc	Lynn Rose	ICF Incorporated, LLC	KPMG LLP	WalkBoston
Strategy Matters LLC	DMA Health Strategies	KPMG LLP	McKinsey & Company, Inc. Washington D.C.	Industrial Economics, Incorporated	Lightship Engineering, LLC	Weston & Sampson Engineers, Inc.
Syncom	Eastern Research Group	Mathematica Policy Research, Inc.	Morgan, Brown & Joy LLP	JSI Research & Training Institute	Lynn Rose	
UMass Donahue Institute	Edgemere Consulting Corporation	McKinsey & Company, Inc. Washington D.C.	North Passage Associates	KPMG LLP	Northeast Recycling Council	
	Ernst & Young U.S. LLP	Navigant Consulting, inc	Partners for a Healthier Community Inc	Lynn Rose	PricewaterhouseCoopers Public Sector LLP	
	Exceeda Consulting, Inc.	Navin Associates	Polus Center for Social and Economic Development, Inc.	Mathematica Policy Research, Inc.	UMass Donahue Institute	
	Gartner, Inc	North Passage Associates	PricewaterhouseCoopers Public Sector LLP	McKinsey & Company, Inc. Washington D.C.	Weston & Sampson Engineers, Inc.	
	GBMP	Partners for a Healthier Community Inc	Public Consulting Group, Inc.	Navigant Consulting, inc		
	GOPI BALA LLC	PricewaterhouseCoopers Public Sector LLP	Public Safety Strategies Group LLC	Navin Associates		
	Hagerty Consulting, Inc	Public Consulting Group, Inc.	Regina Villa Associates, Inc.	Partners for a Healthier Community Inc		
	Health Resources in Action (HRiA)	Regina Villa Associates, Inc.	Self Esteem Boston	PFM Group Consulting LLC		
	HWK Consulting, LLC	Self Esteem Boston	SkillSoft Corporation	PricewaterhouseCoopers Public Sector LLP		

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Education Services	Program Development, Organizational And Strategic Planning Services	Health And Human Services	Professional Development	General Data Analytics Services And Evaluation Services	Environmental Services	Revitalization Services
	ICF Incorporated, LLC	Strategic Solutions Group, LLC	The Ripples Group	Public Consulting Group, Inc.		
	Industrial Economics, Incorporated	Syncom	UMass Donahue Institute	Public Safety Strategies Group LLC		
	JJR Consulting LLC	Tetra Tech	Weisman Consulting LLC	Strategic Solutions Group, LLC		
	JLA Group	The Ripples Group	WorkTerrain	Syncom		
	JSI Research & Training Institute	UMass Donahue Institute	Zelus Consulting Group	The Ripples Group		
	Justice Resource Institute, Inc			UMass Donahue Institute		
	KPMG LLP					
	Lynn Rose					
	M+R Strategic Services					
	Mathematica Policy Research, Inc.					
	Mauch Group LLC, The					
	McKinsey & Company, Inc. Washington D.C.					
	MetaView Consulting & Coaching					
	MGT of America Consulting, LLC					
	Navigant Consulting, inc					
	Navin Associates					
	North Passage Associates					

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Education Services	Program Development, Organizational And Strategic Planning Services	Health And Human Services	Professional Development	General Data Analytics Services And Evaluation Services	Environmental Services	Revitalization Services
	NPCR					
	Partners for a Healthier Community Inc					
	PFM Group Consulting LLC					
	Polus Center for Social and Economic Development, Inc.					
	PricewaterhouseCoopers Public Sector LLP					
	Public Consulting Group, Inc.					
	Public Safety Strategies Group LLC					
	Regina Villa Associates, Inc.					
	RSM US LLP					
	Self Esteem Boston					
	Spruce Technology, Inc.					
	Strategic Solutions Group, LLC					
	Strategy Matters LLC					
	Syncom					
	The Fort Hill Companies					
	The Lewin Group, Inc.					

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Education Services	Program Development, Organizational And Strategic Planning Services	Health And Human Services	Professional Development	General Data Analytics Services And Evaluation Services	Environmental Services	Revitalization Services
	The Massachusetts General Hospital					
	The Ripples Group					
	UMass Donahue Institute					
	Weisman Cconsulting LLC					
	WorkTerrain					
	Worldgate, llc					
	Zelus Consulting Group					

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